

YEAR TO DATE XREF68-C, XREF68-P

REPORT PURPOSE

The reports give detailed employee and summary agency year-to-date information.

XREF68-C is current tax year information. XREF68-P is prior tax year information.

REPORT FREQUENCY

OSPA produces the XREF68-C after every final payroll run. It only produces the XREF68-P for the December final pay runs.

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties	X	Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

These are informational reports only, no action is necessary. Agencies receive the final YTD on microfiche. OSPS keeps the final YTD on microfiche as a permanent record.

REPORT INFORMATION DETAILS

OSPA sorts the detailed reports by agency and employee name with a page break for each agency. The final page for each agency includes summary information.

The first line includes:

- EMPLOYEE NAME
- SEP-DATE – FINAL CHECK ISSUED date on the P010 Withholding Data / Locator Data screen. This may not be an actual separation date.
- TAXABLE – taxable income, income with pay codes with INC TYP: T on the PTB2 Payroll Benefit Package Table screen
- NON TAX – non taxable income, income with pay codes with INC TYP: N on the PTB2 screen

- REIMBURSE – expense reimbursement, income with pay codes with INC TYP: R on the PTB2 screen
- GROSS – gross wages
- OTHR INCM – other income, income with pay codes with INC TYP: O on the PTB2 screen
- FED TAX – federal income tax withholding
- STATE TAX – state income tax withholding
- OTHER OPE – includes employer paid FICA, PERS match and pick-up, WBF, ERB assessment and PEBB benefits
- RET NON SUBJ – wages that are not subject to retirement. The employee may be in a position that does not qualify for PERS or have income with pay codes with INCOME-SUBJ-TO-RMT: N on the PTB2 screen

The second and third lines include:

- EID – employee ID, OR#####
- SSEC SUBJ – wages subject to social security taxes, INCOME-SUBJ-TO-SS: Y on the PTB2 screen, up to the social security wage base limit
- MEDR SUBJ – Medicare subject wages, INCOME-SUBJ-TO-SS: Y on the PTB2 screen
- EMPLOYEE PAID SSEC – social security taxes paid by the employee
- EMPLOYEE PAID MEDR – employee paid Medicare taxes
- EMPLOYER PAID SSEC – social security taxes paid by the state
- EMPLOYER PAID MEDR – employer paid Medicare taxes
- NON OSPS SSEC – social security taxes paid outside OSPS
- RETIRE # - RTMT SYST on the P010 Withhold Data / Locator Data screen followed by the PERS account number for Tier 1 and Tier 2 members, A #####
- RETIRE SUBJECT – retirement subject wages, INCOME-SUBJ-TO-RMT: Y on the PTB2 screen
- EMPLOYEE PAID – the amount the employee paid for the employee contribution to PERS
- STATE PICK-UP – the amount the state paid for the employee contribution to PERS
- STATE MATCH – the amount the state paid for the employer contribution to PERS
- ADDITION UNITS – the amount the employee paid for additional PERS units for Police and Fire
- SPECIAL PAYMENT – examples include CTP, VAP, MS, PDB
- PROBATION AMOUNT – wages paid to an employee in a PERS eligible position that has RTMT: N on the P010 Withholding Data / Locator Data screen

The final page of the report for the agency includes totals for the following. The last page of the report is for agency 99999 which gives statewide totals for the same categories.

- TAXABLE INCOME
- OTHER TAXABLE INCOME
- TOTAL TAXABLE INCOME
- NON-TABLE INCOME
- GROSS PAY
- REIMBURSEMENT OF EXPENSE
- FEDERAL INCOME TAX WITHHELD
- STATE INCOME TAX WITHHELD
- CURRENT AGENCY SSEC SUBJECT EARNINGS
- CURRENT AGENCY MEDR SUBJECT EARNINGS
- CURRENT AGENCY SSEC TAX WITHHELD
- CURRENT AGENCY MEDR TAX WITHHELD
- CURRENT AGENCY EMPLOYER SSEC TAX PAID

- CURRENT AGENCY EMPLOYER MEDR TAX PAID
- NON-CURRENT AGENCY SSEC SUBJECT EARNINGS
- RETIREMENT SUBJECT EARNINGS
- EMPLOYEE PAID RETIREMENT
- ADDITIONAL RETIREMENT UNITS
- SPECIAL RETIREMENT PAYMENTS
- STATE RETIREMENT PICKUP
- STATE MATCH RETIREMENT
- PROBATIONARY EARNINGS
- RETIRE NON SUBJ (Non prob)
- SAIF PAID – no longer used
- PERS ASSESSMENT – no longer used
- WBF PAID
- ERB ASSESSMENT
- MASS TRANSIT – only if OSPA calculates and pays mass transit, currently agency 17700, Lottery
- EMPLOYEE SHARE OF VOLUNTARY DEDUCTIONS
- INSURANCES STATE PAID
- NEG AMOUNTS THIS AGCY
- TOTAL COUNT OF SOCIAL SECURITY NUMBERS

REPORT MESSAGE CODES

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

The report contains confidential information and requires secure distribution, storage and destruction.

DATAMART ASSOCIATIONS

The retirement code and number, additional P&F units, special payments, and probation amounts are not in the OSPA Datamart. All other elements are available in the NET_PAY table.

Include the following fields in your query:

- Employee Name
- Employee Num
- Pay Period End (filter this by pay periods 12/31/xx through the most recent pay period; do not include in results)
- Tax Year (filter to this calendar year; do not include in results)
- Fed Tax Sub Inc
- Fica Sub Inc
- medr Sub Inc

- Ee Fica Tax
- Ee Medr Tax
- Er Fica Tax
- Er Medr Tax
- Non Taxbl Inc
- Retire Sub Inc
- Retire Ee Shr
- Retire Er Shr
- Retire St Pd
- Earn Inc Cr Amt

OTHER INFORMATION

At year-end, the totals for the employee will match the employee's W-2.

REVISION HISTORY

Date	Rev. No.	Modification
11/08/06	1.0	Original
04/08/08	1.1	WR #3278, change FICA to social security
02/22/11	1.2	WR #3735, end of AEITC; XREF68-C and XREF68-P